

**S A M P L E**

**TELECOMMUTING AGREEMENT**

This Agreement documents the employee's participation in the NASA Headquarters regular telecommuting program.

1. The employee will begin telecommuting on: \_\_\_\_\_
2. The employee's official duty station is Washington, DC.
3. The employee's telecommuting work site is: \_\_\_\_\_  
\_\_\_\_\_
4. The employee's telecommuting work schedule is:  
\_\_\_\_\_*(list hours and days the employee will telecommute)*\_\_\_\_\_
5. The employee is covered by the same time and attendance, leave, and overtime requirements and procedures as non-telecommuting employees.
6. The employee is covered by the same property management, IT security, and appropriate use requirements and procedures as non-telecommuting employees.
7. The employee is covered by the same requirements for proper use and safeguarding government records as non-telecommuting employees. The employee will not remove Privacy Act or classified material from the premises of NASA Headquarters.
8. The employee is covered by the provisions of the Federal Employees Compensation Act (FECA) while working at the telecommuting work site. The employee will inform the supervisor immediately of any accident or injury at the telecommuting site.
9. The employee is responsible for adhering to proper safety practices at all times. This includes maintaining a safe work environment and familiarity with NASA safety requirements. The employee has been given a copy of the Self-Certification Safety Checklist.
10. NASA is not responsible for any operating costs that are associated with the employee using his/her home as an alternative work site, e.g., home maintenance, insurance, or utilities. The employee does not relinquish any entitlement to reimbursement for authorized expenses while conducting government business, as provided for by statute and regulation.

11. NASA will not be liable for damages to the employee's real and personal property while the employee is working at the alternative site except to the extent that the agency is held liable under the Federal Tort Claims Act or the Military and Civilian Employee Claims Act.

12. The employee may discontinue participation in the telecommuting program at any time by giving written notice to the supervisor.

13. The supervisor may remove the employee from the telecommuting program if the employee's participation is not of benefit to NASA, for instance, if the objectives or priorities of the organization no longer support the employee's telecommuting, or if the employee's performance or conduct fails to meet expectations.

14. The employee has been given a copy of the NASA Headquarters Telecommuting Standard Operating Procedure and agrees to comply with all of its provisions regardless of whether they are expressly stated in this Agreement.

I have read the foregoing agreement and agree to comply with its provisions.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official in Charge

\_\_\_\_\_  
Date